

INDEX TO RULES OF THE HOUSE

A

ABSENTEES—	Page.
Excused by two-third vote.....	125
Not excused by their own motion.....	125
Excuses of, when in order.....	121
Punishment of	125
Names of, appear in Journal.....	125
ACTS AND ADDRESSES—	
Signed by Speaker.....	84
ADJOURN, MOTION TO—	
Pending an appeal.....	84
Precedence of	103
Not in order, when.....	104
Not debatable	105
Under previous question.....	107
Under call of the House.....	110
In order, when	104
ADMISSION—	
To floor of the House.....	126
AMENDMENTS—	
By way of substitute	117
Generally	117
To caption of a bill, when in order.....	117
Must be germane.....	117
By striking out and inserting, indivisible.....	117
To bills on second reading.....	114
To bills on third reading.....	115
Of Senate to House bills.....	118-121
To the rules.....	127
In Committee of the Whole.....	120
Precedence of motion to concur or not concur in Senate amendments	124
Withdrawal of	103
In order, when.....	117
Motion to, precedence of.....	117
AMEND, MOTION, TO—	
Precedence of	117
By striking out enacting clause, precedence and effect of....	104
By striking out enacting clause, under the previous ques- tion, order of debate	106
APPEALS—	
From decision of Speaker.....	84
Not permitted on question of recognition.....	100
On incidental question, under the previous question.....	106
From decision of Chief Clerk, pending election of Speaker pro tem	86

APPROPRIATION BILL—	Page.
Considered in Committee of the Whole.....	120
May embrace more than one subject.....	112
To take effect upon passage.....	116

APPROPRIATIONS—	
Must be by bill.....	120

ARREST—	
Of absentees under the call of the House.....	110

AUTHOR—	
Of bill to be heard before an adverse report is made.....	97

B

BALLOT—	
Officers elected by.....	85

BILLS—	
Formal requisites of.....	112
To contain only one subject.....	112
Cannot revive or amend by reference to title.....	112
Introduction and numbering of.....	112
First reading of.....	112
Reference of to committees.....	112
Necessity and time of reference and report from committee.....	112
Acting on in their numerical order.....	113
Local bills considered on Wednesdays and Thursdays.....	113
Senate bills considered on Wednesdays and Thursdays.....	113
When printed.....	114
Necessity of printing.....	114
Procedure at second reading of.....	114
Reading of, on three several days, and suspension of this rule.....	115
Procedure at third reading of.....	115
Recommittal of.....	115
Certificate of passage of.....	116
Take effect ninety days after adjournment except.....	116
Cannot be passed into a law, after defeat of another bill containing same substance.....	116
Place of, in order of business.....	121
Engrossment of.....	88
Enrollment of.....	88
With enacting clause stricken out, rejected.....	104
Of the House with Senate amendments, place in order of business.....	121
Rescinding votes on, not permitted (annotation).....	109
Twenty-four-hour rule.....	113
Time limit for considering certain classes of.....	113
Postponed, in order when.....	105, 121
May be recommitted when reported adversely and author not heard.....	97
Full reading of.....	116-117

BUSINESS—	Page.
Order of	121
Laid before the House by Speaker.....	83
On Speaker's table, disposal of.....	121
Unfinished, consideration of.....	121
On Senate and local bill days, other than Senate and local bills	122
During last twenty-four hours of session.....	113
Questions of priority of to be decided without debate.....	122

C

CALENDAR CLERK—	
Duties of	87
CALENDAR—	
What they show	87
Daily calendar	121
Suspension calendar	122
CALL—	
Of the roll.....	109
CALL OF THE HOUSE—	
How made	109-110
Procedure under	109-110
Purpose of	109-110
May be moved after the previous question has been ordered..	107
In order pending an appeal.....	84
CALLED TO ORDER—	
Member	101
CAPTION OF BILLS—	
Form of	112
Amendments to	117
Extra copy of to accompany bill.....	112
CHAIRMAN—	
Of committees appointed by Speaker.....	84
Pro tem, of committees, who are.....	95
Of Committee of the Whole House.....	120
CHAPLAIN—	
Duties of	90
CHIEF CLERK—	
Duties of	86
Presides at election of Speaker pro tem.....	86
Duties of, pending such election.....	86
CLERKS OF THE HOUSE—	
Duties of	86
CLOSE DEBATE—(See Previous Question.)	

COMMITTEE—	Page.
On Engrossed Bills, duties of.....	88-93-97
On Engrossed Bills, on Enrolled Bills and on Rules, may report at any time.....	98
On Contingent Expenses, duties of.....	92
COMMITTEE OF THE WHOLE HOUSE—	
How formed	120
Chairman named by Speaker.....	120
Procedure in	120
Amendments in	120
Amendments to motions in.....	120
Proceedings in which business is not concluded.....	120
Increase of tax, must be discussed and voted in.....	120
Appropriations of money must be discussed in.....	121
Rules of proceedings in the House to govern in.....	121
COMMITTEES—	
Appointment of	84
Additional time allowed.....	96-97
Election of	84
Standing, list of, and number of members.....	90-95
Time of meeting fixed and posted.....	95
Punishment of members wilfully absent from meeting....	95-96
May not sit during session of House, except by special leave.	96
Majority of, constitute a quorum.....	96
Must report when instructed by Speaker.....	97
Reports of, must be ordered by a majority of such quorum..	96
Views of minority of, may be submitted	96
Reports of, filed and printed.....	97
Procedure in	98
Precedence of measures in.....	96
Measures referred to, must be reported back when.....	96
Reports of, are advisory only	98
Standing, reports of.....	97
Adverse reports, not to be made under certain conditions...	97
COMMIT, MOTION TO—	
Precedence of	104
Previous question ordered on.....	106
On third reading of bill	115
Bill reported adversely.....	113
COMMUNICATIONS—	
Executive, received when announced.....	124
COMPENSATION—	
Of officers	85
CONCURRENT RESOLUTIONS	110
Senate, go to Speaker's table.....	121

CONDUCT—	Page.
Of members in the hall.....	101
CONFERENCE COMMITTEES—	
Requests for, when considered.....	124
Reports of, when considered.....	121-124
Reports of, on Speaker's table.....	121
CONSTITUTIONAL RULE—	
Suspension of.....	115
CONTROL OF HOUSE AND ROOMS—	
By Speaker	83
By Sergeant-at-Arms	85
COUNTING A QUORUM—	
Present but not-voting members.....	102
Present member of a pair.....	103
CONSTITUTIONAL PROVISIONS GOVERNING THE PRO- CEEDINGS OF THE LEGISLATURE—	
Each house may determine the rules of its own proceedings	13
Enacting clause	17
No law shall be passed except by bill.....	17
No law shall be amended so as to change its original pur- pose	17
Bills may originate in either house.....	17
Bills may be amended, altered or rejected by the other house	17
Bills must be read on three several days.....	17
Rule may be suspended in case of emergency.....	17
Required four-fifths vote to suspend above.....	17
Revenue bills must originate in the House.....	17
Revenue bills may be amended or rejected by the Senate	17
Bills having been defeated by either house, no other contain- ing same subject shall be passed.....	17
Resolution defeated, no other containing the same substance shall be considered.....	17
No bill shall contain more than one subject except an appro- priation bill	17
Subjects must be expressed in title.....	17
No law shall be revived or amended by reference to title....	18
Law or section amended must be re-enacted at length.....	18
Bills must be referred to a committee and reported thereon	18
Bills must be reported from a committee three days before final adjournment	18
Bills and resolutions to be signed by presiding officer of each house	18
Requires a two-thirds vote except the general appropriation bill to go into immediate effect.....	18
Methods of putting bills into immediate effect.....	18

D

DEBATE—	Page.
Confined to the pending question.....	99
Members may speak not more than twice on the question, etc.	100
May not speak more than ten minutes without extension..	100-101
Mover of proposition may speak twenty minutes.....	100
Opening and closing.....	100
House may extend speaking time of any member ten minutes	101
Closing. (See Previous Question.)	
Not allowed after previous question is ordered, except what..	106
Not allowed after voting has begun on any question covered by previous question.....	101
DEBATABLE—	
What motions are not.....	105
Motions to allow a member to explain when called to order are not	101
Incidental questions of order, after the previous question is moved, are not	106
Question relating to priority of business are not.....	122
Requests to print bills and other papers are not, except....	121
Routine motions are not.....	121
Amendments to caption of bill are not.....	117
DECORUM AND DEBATE.....	99
DIGEST—	
Of the Rules and Practice of the United States House of Rep- sentatives, authority where rules are silent.....	128
DILATORY MOTIONS—	
Practice as to.....	105
DISAGREEMENT—	
Between the two houses.....	121
When considered	124
DISCHARGING—	
Members from arrest under call.....	110
DISORDERLY CONDUCT OR DISTURBANCE—	
Authorizes clearance of galleries and lobby.....	83
DISTRIBUTION—	
Of Journals	88
Of bills	114
DIVISION—	
Of the House.....	83
Of the question.....	102

DOORKEEPER—	Page.
Duties of	90

E

ELECTION—	
Of officers	85
Of speaker pro tem.....	86
EMERGENCY CLAUSE—	
Statement concerning	116
ENACTING CLAUSE—	
Motion to strike out.....	104
Stricken out, kills bill.....	104
ENFORCEMENT—	
Of the rules of the House, etc.....	83
ENGROSSING CLERK—	
Duties of	88
ENGROSSMENT—	
Of bills	88
Duties of Committee on Engrossed Bills.....	93
ENROLLING CLERK—	
Duties of	88
Notations to be made on bills by.....	88
ENROLLMENT—	
Of bills	88
EXCUSES—	
When in order.....	121
EXCUSING—	
Absentees	125
Member from voting.....	102
EXECUTIVE COMMUNICATIONS—	
Received when announced.....	124
EXPELLED—	
Member may be, for.....	125
EXPLANATION—	
Of vote about to be given, not allowed.....	102

F

FLOOR—	
Who entitled to admission to.....	126
Conduct of members on.....	101
Cleared by Doorkeeper before session.....	90
FRIDAY—	
Senate bill unfinished goes over to.....	113

G

	Page.
GERMANE AMENDMENTS	117-118

H

HALL OF THE HOUSE AND ROOMS—	
Under control of Speaker.....	83
Of Sergeant-at-Arms	85
HOUSE BILLS—	
With Senate amendments.....	121
Also	124

I

INCIDENTAL QUESTIONS OF ORDER—	
Not debatable after motion for previous question.....	106
INTEREST—	
Personal or private, disqualifies a member from voting....	102
INTRODUCTION—	
Of bills	112
Of resolutions	110
Of petitions and memorials.....	123

J

JEFFERSON'S MANUAL—	
Authority where rules are silent.....	128
JOINT RESOLUTIONS—	
Subject to rules governing bills except when.....	111
Requires a two-thirds vote of the members-elect for passage	111
Amendments to, decided by a majority vote.....	111
Signed by the Speaker.....	84
JOURNAL—	
Shall contain what.....	87
Yeas and nays entered in.....	101
Motions entered in.....	101
Corrected by the Speaker.....	84
Not read except when.....	88
JOURNAL CLERK—	
Duties of	87

L

LAST DAY OF SESSION—	
Motion for reconsideration disposed of when made.....	108-109
First four of last six days of session, suspension days.....	123

INDEX TO RULES OF THE HOUSE.

311

LAY ON THE TABLE—(See Table, Motion to.)	Page.
Subject to call.....	104
Subject to call, undebatable.....	104
Subject to call, notice required before matter can be called up, except	105

LOCAL BILLS—

Considered only on Wednesday and Thursday.....	113-114
Other bills considered on the day for, when.....	122

M

MAIN QUESTION—(See Previous Question.)

MEMBER—

Called to order for words spoken in debate.....	101
To be recognized before addressing House.....	99
May address the House from where.....	99
Shall confine himself to question under debate.....	99
May not speak more than twice on same question, unless...	100
Reporting measure, may open and close debate.....	100

MEMBERS—

Shall vote, except when.....	102
Absent, arrested wherever found, under call of the House...	110
May be expelled.....	125
Attendance of may be compelled.....	110

MEMORIALS—

Presentation and reference to.....	125
------------------------------------	-----

MESSAGES—

And executive communications.....	124
Entered in Journal.....	87

MONDAY—

Suspension day	123
----------------------	-----

MOTIONS—

Reduced to writing on demand.....	103
Entered on Journal.....	103
May be withdrawn, when.....	103
Precedence of	103
Certain, undebatable	105
When allowed pending an appeal.....	84
Involving a tax or charge on people not considered on the day they are made.....	120
Stated by Speaker, are in possession of the House.....	103
To suspend the regular order of business.....	123
For the previous question (See "Previous Question.")	
To reconsider (see "Reconsideration").	
Dilatory	105
Presence of, to adjourn and recess.....	104

MOVER OF PROPOSITION—	Page.
Who is the “mover”.....	100
N	
NOTICE—	
Of calling up motion to reconsider.....	108
Of calling up proposition laid on table subject to call.....	105
O	
OFFICE—	
Of Sergeant-at-Arms, when open.....	86
OFFICERS—	
Election and compensation of.....	85
ORDER—	
Speaker shall preserve.....	83
Of business	121
Can not be suspended except on Mondays and first four of last six days of session.....	123
Motion to suspend, undebatable.....	105
Of precedence of motions.....	103-104
ORDERS—(See “Special Order.”)	
P	
PAIRS—	
Announcement of	103
Present member of counted to make a quorum.....	103
Entered on Journal.....	87
PAPERS—	
Reading of, demand for.....	101
Printed when	114
PAY—	
Of witnesses	125
PERSONALITIES—	
In debate avoided.....	123
PETITIONS—	
Filing and reference of.....	125
PLATFORM DEMANDS—	
Precedence when	123
PLURALITY—	
Elects when	84

POINTS OF ORDER—	Page
Decided by Speaker subject to appeal.....	84
Debatable	84
Not debatable pending motion for the previous question....	105
Not in order pending appeal.....	84
POSTPONE—	
Motion to, precedence of.....	104
Effect of	105
Indefinitely, debate under after previous question ordered...	106
Postpone bills, in order when.....	105, 121
PRECEDENCE—	
Of motions	103
Of motions to amend.....	117-118
Of motions to recess and adjourn.....	104
PRESENT—	
But not voting, member refusing to vote so recorded.....	102
PROGRESS OF A BILL—	
House bill	189
PREVIOUS QUESTION—	
How ordered	106
Effect of	106
May be ordered on what.....	106
No debate on motion for.....	106
Question of order pending, decided without debate.....	106
What debate, allowed under.....	106
Debate under, applied to motion to postpone indefinitely or to amend by striking out enacting words.....	106
Call of the House moved after, may be.....	107
Adjournment under, no motion for, except.....	107
Pending an appeal.....	84
Purpose of motion.....	106
Motion for reconsideration of, may be made when.....	107
Motions under, to be withdrawn only by unanimous consent	103
Status of pending business when House adjourns under.....	107
PRINTING—	
Bills reported favorably.....	114
Other documents	114
Request to print, when in order.....	121
Of bills in charge of Calendar Clerk.....	87
Of Journals in charge of Journal Clerk.....	88
Necessary to consideration of bills.....	114
PRIORITY—	
Of business, decided by House without debate.....	122
PRIVILEGE—	
Question of	98

PROCEEDINGS—	Page.
Under call of the House.....	109
In committees	95
In Committee of the Whole.....	120

Q

QUESTION—	
Division of	102
Of privilege	98
Of order (see "Points of Order").	
Previous (see "Previous Question").	
How put	83

QUORUM—	
Members present but not voting counted to make.....	102
Present member of pair counted to make.....	103
Appearing on call of the House.....	110
In absence of, what may be done.....	110
Of a committee, how constituted.....	96

R

READING—	
First, of bills.....	112
Second, of bills.....	114
Third, of bills.....	115
Three, necessary, except when.....	115
Of motions	103
Of resolutions	110
Of papers on demand.....	101
Of joint resolutions.....	111

READING CLERK—	
Duties of	89
Assistant, duties of.....	89

REASONS—	
For votes	102

RECESS—	
Motion for, not in order when.....	107
Precedence of	103

RECOGNITION—	
By Speaker, how obtained.....	99
No appeal from.....	100

RECOMMITTAL—	
Of bills	115
(See "Commit, Motion to.")	

RECONSIDERATION—	
Motion for, when and how made.....	107
Action on	108
Can not be withdrawn.....	109

RECONSIDERATION—Continued.	Page.
Any member may call up.....	109
Dies when	109
Motion for, debatable when.....	109
“RECONSIDER AND TABLE”—	
Effect of tabling motion to reconsider.....	108
When motion to “Reconsider and Table” fails.....	109
REFER—	
Motions to, precedence among.....	104
REFERENCE—	
To committee, necessary to consideration of bills.....	112
Of Senate bills.....	124
REPORTERS—	
Seats for	126
REPORTS—	
Of committees filed and printed.....	97
On Speaker’s table.....	120
Of conference committees, when considered.....	123
Made by majority of quorum of committee.....	96
Of committees to be made when.....	96
Are advisory only.....	98
Minority	96
Adverse, not to be made when.....	97
REQUEST—	
To print bills or other papers, when in order.....	121
For further time to consider bill, when in order.....	121
Between the two houses, go to Speaker’s table.....	124
When considered	124
RESCIND—	
Motion to, not permitted.....	109
RESOLUTIONS—	
Introduction of	110
Filing of, with Clerk.....	111
Procedure after introduction of.....	111
Place of, in order of business.....	121
Concurrent	111
Senate concurrent, in order of business.....	121
Joint (see “Joint Resolutions”).	
Cannot be considered, after defeat of another resolution con- taining same substance.....	116
That go over as unfinished business.....	111
ROLL CALL	109
ROUTINE BUSINESS AND MOTIONS—	
When in order.....	121

RULES—	Page.
Amendment of	127
Suspension of (see "Suspension")	123
Silence of, what governs	128
Of proceedings in the House applicable to Committee of the Whole	121
Committee on, may report at any time.....	98

S

SALARY—	
Of officers	85
SECONDS—	
Fifteen required for call of the House.....	110
Twenty-five required to motion for previous question.....	106
SENATE—	
Amendments to House bills, in order of business.....	121
Bill days, what are.....	113
Consideration of other bills on Senate bill days.....	122
SERGEANT-AT-ARMS—	
Duties of	85
SIMPLE RESOLUTION—(See "Resolutions.")	
SMOKING—	
Prohibited on floor of the House	101
SPEAKER—	
Duties and rights of.....	83
Must vote, when.....	83
Pro tempore, how named.....	85
Pro tempore, when elected.....	86
SPEAKER'S TABLE—	
Business on	121
SPECIAL ORDERS—	
How made	124
Precedence of	122
Only one allowable at a time.....	123
Relative to consideration on Senate bill day.....	123
Postponement of, method and effect of.....	122
SPEECHES—	
Time limit of.....	100
On appeals, number.....	84
Number of, generally.....	100
On measures coming over from previous days.....	100
Under previous question to be made in proper order.....	101
STATIONERY—	
Procedure by Sergeant-at-Arms.....	86

STRIKE OUT AND INSERT—	Page.
Motion to, indivisible.....	117
SUBPOENAS—	
How signed and attested.....	85
SUBSTITUTE—(See Amendment.)	
SUNDAY—	
Excepted in suspension rule.....	123
SUPERINTENDENT OF THE HALL—	
Duties of	90
SUSPENSION—	
Day, Monday	123
Of rules by vote.....	123
Of the constitutional rule requiring bills to be read on three several days.....	115
Of the constitutional rule not debatable.....	105
Of regular order of business when allowed.....	123
By majority vote, when.....	123
Effect of	124
Not debatable	105
Suspension distinguished from amendment.....	127
Unfinished business to be disposed of before suspension calen- dar is taken up.....	124

T

TAX—	
Motion for, not discussed on day of its introduction.....	120
Increase of, to be considered in Committee of the Whole.....	120
TABLE, MOTION TO—	
Precedence of	103
Effect of	104
Debate under	104
Pending an appeal.....	84
Subject to call, not debatable.....	105
Tabling motion to reconsider.....	109
THURSDAY—	
Devoted to Senate bills.....	113
Consideration of other bills on.....	122
TIE VOTE—	
Question lost in case of.....	84

U

UNANIMOUS CONSENT—	
Authorizes consideration of other bills on local bill after- noons, when	122

UNFINISHED BUSINESS—	Page.
Precedence of	121
To be considered on suspension days before suspension calendar is taken up.....	124
Resolutions that go over as.....	111
VERIFICATION—	
Of vote	103
VIEWS—	
Of minority of committees may be submitted.....	96
VOTE—	
A tie shall be lost.....	84
A member having a personal interest shall not.....	102
Member within the bar must.....	102
Explanation of, not allowed when.....	102
Of Speaker, when required.....	83
By which bill passed, noted on it by Clerk.....	116
Of two-thirds required to excuse absentees.....	115
To suspend regular order.....	122
To amend bill on third reading.....	115
To put law into immediate effect.....	116
To adopt amendments to Constitution.....	111
Of four-fifths required to suspend rule requiring bills to be read on three several days.....	115
Verification of	103
VOTING—	
Excusing members from.....	102
Also	103
W	
WARRANTS AND WRITS—	
How signed and attested.....	85
How executed	86
WHOLE HOUSE—	
Committee of the.....	120
WEDNESDAY AND THURSDAY—	
Devoted to Senate bills.....	113
WEDNESDAY AND THURSDAY AFTERNOON—	
Devoted to local bills after 4:30 o'clock.....	113
Consideration of other bills on.....	122
WITHDRAWAL—	
Of motions	103
Of motions to reconsider, not allowed.....	109
WITNESS—	
Pay of	125

Y

YEAS AND NAYS—	Page.
Called for how.....	102
Called for when.....	83
During call of, members to refrain from.....	102
Entered on Journal.....	102
Required on suspension of constitutional rule requiring bills to be read on three several days.....	115
Required on passage of bill to go into immediate effect.....	116
Verification of vote.....	103
YIELDING THE FLOOR—	
To another member for the purpose of consuming time in debate subject to the consent of the House.....	100